

Review Points for Overall Work Programs
Prepared by the Office of Regional and Interagency Planning
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What is an Overall Work Program (OWP)?

The OWP is a one-year scope of work for transportation planning activities and funding sources prepared annually by Metropolitan Planning Organizations/Regional Transportation Planning Agencies (MPOs/RTPAs). Draft OWPs are distributed for review by the Districts 30 days prior to their scheduled annual MPO meetings (formerly known as IPG meetings) or March 1, whichever is earlier. Districts review and circulate Draft OWPs to the Office of Regional and Interagency Planning (ORIP) and other appropriate divisions in the Districts and in Headquarters.

Why do various divisions in Caltrans review the Draft OWP?

In order to provide comprehensive comments to MPOs/RTPAs, input from various divisions within Caltrans is important. It is the responsibility of the District regional planning staff to obtain District and Headquarters comments on Draft OWPs. They should route a copy of each Draft OWP and a transmittal memo requesting review, highlighting work activities of particular interest to the reviewer and stating a reasonable date by which comments are due. Reviewers' comments should be sent to the District planner.

What should the OWPs contain?

Reviewers should pay particular attention to work elements that relate to their Division activities. OWPs should contain a reasonable task statement; estimated project schedule with completion date; detailed fund source, type and amounts; description of any related work accomplished in previous OWPs; and final products/activities for each work element.

What tools are available for reviewing an OWP?

Toward the end of each calendar year, ORIP prepares and distributes an OWP *Guidance* package. The *Guidance* describes timeframes, funding estimates, regional planning priorities for OWP development and provides a checklist for reviewing OWPs. To download a copy of the *Guidance*, go to: <http://www.dot.ca.gov/hq/tpp/offices/orip/owp/owp.htm>.

For OWP questions, please contact the District planner who routed the draft OWP for review. For general OWP questions contact the following Headquarters Regional Planning Staff:

Ilene Gallo 8-451-8200 District 7, 8 and 12
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